
Fort Lewis eArmyU Brief Laptop Option

eArmyU Program - Overview

- As of 1 October 2004, eArmyU has enlarged its scope and now offers distance learning courses through the eArmyU portal to all soldiers via what is called eCourse enrollment.
- The laptop computer option will be targeted specifically to soldiers eligible for reenlistment, and only those who decide to reenlist for duty in combat forces/operational units as defined by senior Army leadership; the last three slides of this briefing include a current listing of these units.
- This briefing will provide an overview of the laptop option, highlighting the enrollment process and eligibility requirements. A separate briefing outlines the eCourse enrollment option.

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Laptop Option Eligibility Criteria

- Active duty enlisted only (Active and mobilized Guard and Reserve ineligible)
- Identified by Retention Management Branch
- Prepared to reenlist for duty in a combat force/operational unit
- Have 3 years remaining in service at the time of program enrollment
- Have a high school diploma or GED certificate
- Have a GT score of 100 or higher or score 10.2 or higher in the Reading and Applied Math sections of the Test of Adult Basic Education (TABE)
- Have adequate tuition assistance funding remaining in the applicable fiscal year ceiling to cover the cost of the laptop or agree to self-pay
- Clear up unresolved tuition assistance issues prior to enrollment
- Meet selected college admissions criteria

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Qualities of the Successful eArmyU Student

Distance learning requires a special set of skills from those of the classroom student. Carefully review the following list of attributes as you consider enrollment in eArmyU:

- Previous academic success, preferably at the college level
- Prior independent study experience (i.e. online Army Correspondence Courses)
- Time management skills
- Self motivation and commitment to task completion
- Knowledgeable in the use of computers and the Internet
- GT score of 110 or higher

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Laptop Option Requirements/Stipulations

- Complete 12 semester hours of coursework within 3 years.
- Remain in the eArmyU program for 3 years.
- Pay a penalty for not completing either or both of the above requirements.
- Enroll in an eArmyU course at least once every 90 days in order to maintain free Internet service through your laptop.
- Log on to eArmyU at least once every 90 days in order to maintain access to your eArmyU account.

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Tuition Assistance Guidelines

- You have access to up to \$4500 each fiscal year in tuition assistance to fund civilian education coursework.
- The amount of tuition assistance you have available when you enroll in eArmyU will be reduced by the cost of the laptop (approximately \$1300); if you don't have that much remaining in your account, you will have to pay for the laptop yourself if you wish to enroll.
- Tuition assistance can only be used for courses that apply to the degree plan you have selected.

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Tuition Assistance Guidelines

- Tuition assistance may be used to fund one program each at the certificate, associate, bachelor's and master's level; you must start above the level you have already achieved, even if you earned your certificate or degree outside the military. eArmyU allows you to pursue a bachelor's degree program if you have successfully completed 60 or more semester hours (90 or more quarter hours) of study, even if you have not yet earned an associate degree. You must have completed a bachelor's degree to be eligible for acceptance into a graduate program of study, including graduate certificate programs.

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Tuition Assistance Guidelines

- Only courses taken through the eArmyU website will count toward the 12 semester hour requirement; this requirement must be given priority in your higher education pursuits while enrolled in eArmyU.
- Tuition assistance will pay up to \$250 per semester hour; you must pay any cost above this amount or use the G.I. Bill if you are eligible to do so to pay the difference through enrollment in the Top-Up program.
- Army policy requires you to maintain a 2.0 grade point average after 15 semester hours of coursework paid for by tuition assistance.

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Course Reimbursement Guidelines

- Tuition assistance policy requires you to reimburse the Army for tuition assistance paid for any course for which you receive an "F", "I" or "W" grade for academic or personal reasons.
- Your eArmyU account will be placed on hold upon the receipt of any of the above three grades and will be removed after you have reimbursed the Army for the course cost or have processed an approved military withdrawal; you will not be permitted to use tuition assistance to enroll in any course until your account is cleared and your hold removed.
- A military withdrawal from courses is permissible for operational reasons, emergency leave, death of a family member and illness or hospitalization; reimbursement in such instances is waived.

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Course Reimbursement Guidelines

- Military withdrawals must be approved by both your unit commander and the first Lieutenant Colonel in the chain of command and are initiated by an Education Center counselor at your request.
- Army policy allows you 120 days to complete missed course requirements and replace an incomplete ("I") with a passing grade.
- Courses dropped 11 or less days prior to the start date will result in a "W" grade and a reimbursement requirement on a sliding payment scale; both you and your college can initiate a course withdrawal, the college as early as one week into the start of the course if you do not maintain course requirements.

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Enrollment Benefits

- IBM R50 ThinkPad laptop computer with Microsoft XP Operating System, Microsoft Office software and carrying case.
- Free Internet service while you are actively participating in eArmyU.
- Books and fees included as part of the tuition cost.
- Global college enrollment wherever an Internet connection via phone line is available.
- Online or telephonic assistance 24/7 via the eArmyU Helpdesk:
 - From CONUS locations, call 1-800-817-9990.
 - For toll-free numbers from OCONUS locations and to create a helpdesk case online, go to www.earmyu.com and click on the "HELPDESK" link at the top of the screen.

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Enrollment Benefits

- Counselor support via eArmyU Program Mentors and Education Center counselors.
- GALILEO Digital Library services.
- Online academic tutoring.
- eArmyU Campus Point of Contact for each college to address school-specific issues.
- 29 participating eArmyU colleges to choose from offering 140+ programs from the certificate to the master's degree.
- Liberal course transferability between eArmyU colleges and with non- eArmyU colleges.
- IBM Student Services Team to respond to escalated issues.

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Enrollment Process Steps

- Retention Management Branch identifies eligible soldiers, targeting 1st and 2nd term soldiers (E4-E6) with less than 10 years of service.
- If you are eligible, pick up an enrollment packet from your unit's supporting retention office for referral to the Stone Education Center, Bldg. 6242.
- Review this briefing thoroughly, ensuring all eligibility requirements for the program are met.
- If your GT score is less than 100, raise it via BSEP¹ enrollment or score 10.2 or higher in Reading and Applied Math sections of the TABE.²
- Apply as a prospective student at <http://www.earmyu.com>.

¹BSEP = Basic Skills Education Program

²TABE = Test of Adult Basic Education

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Enrollment Process Steps

- Drop off the following items at the Stone Education Center by the Friday prior to the next eArmyU briefing, held Wednesdays at 1000:
 1. Degree map of selected school's degree program, available at <http://www.earmyu.com> under the Programs tab.
 2. Completed questionnaire form from enrollment packet.
 3. Email one-paragraph statement describing why you want to enroll in eArmyU to earmyu@lewis.army.mil by that same Friday.
- You will be notified within 2 working days if your packet is incomplete; you must provide all needed information in order to attend the briefing.

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Enrollment Process Steps

- If you are not recommended for enrollment, you will be counseled as to why and given suggested alternatives for the pursuit of higher education.
- If you are recommended for enrollment, you must attend the eArmyU briefing, at which time you will receive both a Statement of Understanding (SoU) and a Participation Agreement (PA), the contract for eArmyU enrollment. The Commander must sign both the SoU and the PA, and the Career Counselor must concur and sign the PA.

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Enrollment Process Steps

- Return the signed SoU and PA documents along with a DD 4-1 for those reenlisting or DA 1695 for those extending to the eArmyU Customer Support Office on the 2nd floor of Stone Education Center within 90 days for enrollment in eArmyU.
- Upon receipt of the laptop (allow 14 working days from the date of enrollment), complete the eArmyU Boot Camp Tutorial to familiarize yourself with the eArmyU portal and its functionality.
- Sign on to your eArmyU account, complete the online application form, send in documents requested by your home institution and enroll in courses.

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Laptop Option Enrollment Timeline

- Turn in Participation Agreement to the Education Center for enrollment within 90 days from the date signed by the education counselor.
- Complete online common application and forward to selected college along with academic and AARTS transcripts and other requested items within seven days after delivery of the laptop.
- College completes academic degree plan (Student Agreement) and posts to student account after receipt of all required documents; soldier cannot enroll in more than two courses without counselor approval until Student Agreement is completed.

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Laptop Option Enrollment Timeline

- Enroll in one or more courses within a 90-day period in order to maintain Fiberlink (Internet Service Provider) connection to the Internet.
- Register for courses at least 12 days prior to the course start date if located in CONUS and 21 days prior if located OCONUS in order to receive course materials in a timely manner.
- Provide Test Proctor information to your college within two weeks of an exam date.
- Drop courses more than 11 days prior to the course start date to avoid tuition reimbursement charges.

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Combat Force/Operational Unit Listing

➤ Divisions

- 1st Armored Division (Wiesbaden, Germany)
- 1st Infantry Division (Wuerzburg, Germany)
- 1st Cavalry Division (Fort Hood, Texas)
- 2nd Infantry Division (Camp Red Cloud, Korea)
- 3rd Infantry Division (Fort Stewart, Georgia)
- 4th Infantry Division (Fort Hood, Texas)
- 10th Mountain Division (Fort Drum, New York)
- 25th Infantry Division (Schofield Barracks, Hawaii)

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Combat Force/Operational Unit Listing

- Divisions
 - 82nd Airborne Division (Fort Bragg, North Carolina)
 - 101st Air Assault Division (Fort Campbell, Kentucky)
- Armored Cavalry Regiments (ACR)
 - 2nd ACR (Fort Polk, Louisiana)*
*will become Stryker Brigade Combat Team 4 in April 2005
 - 3rd ACR (Fort Carson, Colorado)
- Stryker Brigade Combat Teams (SBCT)
 - SBCT 1 (3rd Brigade, 2nd Infantry Division - Fort Lewis, Washington)
 - SBCT 2 (1st Brigade, 25th Infantry Division - Fort Lewis, Washington)

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Combat Force/Operational Unit Listing

- Stryker Brigade Combat Teams (SBCT)
 - SBCT 3 (172nd Infantry Brigade – Fort Wainwright, Alaska)
 - SBCT 4 (2nd ACR – Fort Lewis, Washington, effective April 2005)
 - SBCT 5 (2nd Brigade, 25th Infantry Division – Fort Shafter, Hawaii)**
 **planned for the 4th Quarter, Fiscal Year 2005
- Separate Brigades
 - 173rd Airborne Infantry Brigade (Vicenza, Italy)
 - 1st Brigade, 1st Infantry Division (Fort Riley, Kansas)
 - 3rd Brigade, 1st Armored Division (Fort Riley, Kansas)
- Army Special Operations Command (USASOC)